

**BRADFORD ON TONE PARISH COUNCIL**

**Clerk: Joy Norris**  
**Email: bradfordontonepc@gmail.com**

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28<sup>th</sup> December 2022

Notice is hereby given that a meeting of Bradford on Tone Parish Council will be held on Thursday 5<sup>th</sup> January 2023, commencing at 7.30pm, in the Chant Room, Bradford on Tone Village Hall for the purpose of transacting the business listed on the Agenda below

All members of the Council are hereby summoned to attend the meeting.



Joy Norris  
Acting Clerk

**At the start of the formal meeting there will be an opportunity for members of the public to raise any matter relevant to the Parish and the work of the Council**

**AGENDA**

**1. Public Participation**

To allow members of the public present at the meeting to raise matters which are relevant to Bradford on Tone and / or the work of the Council.

**2. Apologies for Absence**

To receive apologies for absence from Councillors unable to attend the meeting

**3. Declarations of Interests**

To receive any Declarations of Interest from Councillors and Officers in respect of matters to be considered at this meeting, together with an appropriate statement regarding the nature of the interest.

Councillors and Officers are reminded of the requirement to declare any interest, including the type of interest, and reason for that interest, either at this stage of the meeting or as soon as they become aware of that interest.

**4. Minutes**

To approve the draft minutes of the Parish Council meeting held on 8<sup>th</sup> November 2022.

**5. Reports from County and District Councillors**

**6. Planning Applications**



To consider and agree the Parish Council's response to any planning applications within the parish or impacting upon it.

**7. Financial Matters**

- (i) To consider approval of invoices for payment
- (ii) To note the Council's current financial position

**8. 2023/2024 Budget**

To consider and agree the Parish Council's budget and financial plans for 2023/24 and successive years.

**9. 2023/2024 Precept**

To set the Parish Council's precept for 2023/24

**10. Bradford Bridge**

To consider writing a letter to the County Council regarding the recent work at Bradford Bridge including the siting of the sacrificial posts and also about the Parish Council's referred way forward for the bridge.

**11. Play Area**

To receive an update on matters pertaining to the play area

**12. Footpath**

To receive an update on matters relating to footpaths in the Parish.

**13. Schedule of Meetings**

To consider the provisional meeting schedule for the 23/24 civic year.

*In accordance with the Public Bodies (Admission to Meetings) Act 1960, members of the public and press are very welcome to attend the meeting.*

*Members of the public will only be permitted to speak during the Public Participation session listed on the Agenda*

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions. There are nine protected characteristics under the 2010 Equality Act (age, disability, gender reassignment, race, religion, sex, sexual orientation, marriage and civil partnership, pregnancy and maternity), Crime and Disorder, Health and Safety, Human Rights and Data Protection Regulations.



**BRADFORD ON TONE PARISH COUNCIL**

**Acting Clerk: Joy Norris**  
**Email: bradfordontonepc@gmail.com**

**Minutes of the meeting of Bradford on Tone Parish Council on Tuesday 8<sup>th</sup> November 2022, commencing at 7.30pm, in the Chant Room, Bradford on Tone Village Hall**

**Present:**

**Chair: Cllr D Venn (Chair),**

**Councillors: C Ellis, L Sidu, G Robarts and D Smith**

**In Attendance**

**Somerset Councillor G Wren**

**Miss J Norris (Acting Clerk)**

7 members of the public attended the meeting

**82 Apologies for Absence**

There were no apologies for absence

**83 Declarations of Interests**

The following Declarations of Interest was made at this stage of the meeting:

- Cllr Venn declared a personal interest in the Agenda No 8, Dog Bins as he owns a piece of land near Bradford Bridge which may be considered as a location for a dog bin.

**84 Minutes**

**RESOLVED** that, subject to the Minutes be checked that the date of the meeting is correct throughout, the draft minutes of the Parish Council meeting held on 11<sup>th</sup> October 2022 be confirmed as a correct record.

**85 Reports from County and District Councillors**

Cllr Wren gave a report from Somerset Council which included:

- The deficit on the County Council budget is currently estimated at £24M; this is mainly expenditure on adult social care and children's' services.
- The Medium Term Financial Plan is due to be published in the next 24 hours
- Local Community Networks will be the bridge between the Unitary Authority and local councils
- There appears to be no opportunities to make to changes at Bradford Bridge except for remedying safety issues
- There are some winter grant initiatives including Somerset Community Foundation redistributing winter fuel allowances and a grant scheme for small businesses.
- Gully emptying is scheduled for once a year in the parish.



**86 Financial Matters –**

**RESOLVED**

- (i) to pay the invoices detailed in the table below:
- (ii) to note that as at 28 October 2022 the current account balance was £16, 902.17;  
as at 30 September 2022 the Business Reserve Account balance was £8,159.42

Payee	Items	Invoice Date	Invoice No	Net	VAT	Total
PKF Littlejohn	External Audit	1 November 2022	SB20223725	£200.00	£40.00	£240.00
Slashdotdash	October website	15.10.2022	INV-0053	£10.00	-	£10.00
Slashdotdash	Website set -up	15.10.2022	INv-0052	£445.00	-	£445.00
Hobbs electrical contractors	Light within defib / phone box	23.05.2022	368710	43.74	8.75	52.49

CLlr Ellis requested any 2021 Census information be made available for future discussions on compiling the 2023/2024 draft budget

**87 Planning Applications**

Application number : 07/22/0015, Erection of a single storey extension to the side of Greenlands, Hele Road, Bradford on Tone  
**RESOLVED** that the Parish Council has no objection to the application.

**Planning Decisions Noted**

- Application number: 07/22/0005, Erection of a front dormer extension, widening of driveway access and erection of a detached double garage to the front of Kavalla, Silver Street, West Buckland; decision of conditional approval

**88 Play Area**

Issues discussed included:

- Insurance cover
- Signage

**89 Dog Bins**

Potential locations for an additional dog bin were discussed , and the members of the public present at the meeting were asked for their view; there is no obligation for dog bins to be provided but preferred locations would be

- (i) In the hedge near the water pump
- (ii) Near the driveway entrance to Heatherton Farm

**RESOLVED** to include an amount for a new dog bin for consideration in the 23/24 draft budget.

**90 Footpaths**





The Highways Authority have said they are still Considering the responses to the consultation on Footpath WG14/1

**91. External Audit Report**

The External Auditor's report on the 2021/2022 accounts was considered.

**RESOLVED** to publicise the content of the External Auditor's letter especially the paragraph which reads "on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR) in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met."

**92 Interim Internal Audit**

The Internal Auditor has given the Parish Clerk a list of documents to be supplied for the interim audit.

**93 Public Participation**

This agenda item enables members of the public present at the meeting to raise matters which are relevant to Bradford on Tone and / or the work of the Council.

Matters raised included:

- Play area signage – should there be a sign pointing out the overhead cables
- At Heatherton Grange end of the road, the road closed sign from recent work is lying in the road and needs to be moved

**94 Exclusion of the Press and Public**

**RESOLVED** to exclude the press and public during consideration of:

- Agenda No 14 – Appointment of Parish Clerk and contract of employment on the grounds that publicity would be prejudicial to the public interest by reason of its confidential nature (personal information and items subject to negotiation)

*Note: Joy Norris left the meeting*

**95 Appointment of Parish Clerk and contract of employment**

**RESOLVED**

- To appoint Joy Norris as the Parish Clerk with effect from 1 January 2023
- That a contract of employment based on the NALC model contract be issued to Joy Norris
- That the salary scale for the role be the LC1 range SCP 13-17 and Joy Norris be appointed at SCP 15 £13.45 per hour
- That the contract is for 6 hours per week.

The meeting closed at 21:10 hrs



## Agenda No 6 Planning Applications

Applications on weekly list up to and including 23.12.2022.

**[Application number : 07/22/0017](#)**

Bradford on Tone

**Correspondent :**PLANNING POTENTIAL

Erection of a specialist school (Use Class D1) with associated access, parking and landscaping at Bradford Mills, Hele Road, Bradford on Tone

**Registered : 25/11/2022**

**Case officer :**Russell  
Williams

**Applicant :**CAMBIAN  
GROUP LIMITED

**Decisions on weekly list up to and including 23.12.2022**

**[Application number : 07/22/0014](#)**

Bradford on Tone

**Correspondent :**JLC DRAFTING LTD

Replacement of 1 No. garage door with a partially glazed pair of french doors with glazed side lights and replacement of office window with bi-fold doors at Broad Oak House, Lower Stolford Lane, Bradford on Tone

Decision of Conditional Approval was made on 04/11/2022

**Registered : 07/09/2022**

**Case officer :**Mrs K Wray

**Applicant :**MR & MRS ANDERSON

**[Application number : 07/22/0008](#)**

Bradford on Tone

**Correspondent** :AARDVARK EM LIMITED

Installation of a Battery Energy Storage Facility with substation, underground cabling, access track, landscaping, biodiversity enhancements and ancillary infrastructure with equipment to include security fence, CCTV and gates on land adjacent to Taunton Substation, Fideoak, Bishops Hull  
Decision of Conditional Approval was made on 21/11/2022

**Registered** : 08/07/2022

**Case officer** :Ben Gilpin

**Applicant** :CONRAD ENERGY  
(DEVELOPMENT II) LIMITED

**[Application number : 07/22/0015](#)**

Bradford on Tone

**Correspondent** :MV ARCHITECTURAL DESIGN SERVICES

Erection of a single storey extension to the side of Greenlands, Hele Road,  
Bradford on Tone

Decision of Conditional Approval was made on 28/11/2022

**Registered** : 14/10/2022

**Case officer** :Russell Williams

**Applicant** :MR & MRS LOUCA

## Agenda No 8 & 9 /24 Budget and 23/24 Precept

### The Council must:

- (i) Set a balanced budget for 2022/23 detailing its planned expenditure and how that expenditure will be funded
- (ii) Set the 2023/24 precept
- (iii) Agree the levels of reserves

### Introduction

1. This paper provides information to accompany the budget and precept working papers; it provides some general background and some specific information that is too lengthy and/or detailed to include on the working papers.
2. Councillor workshops were held on 8 November and 6 December 2022; the first workshop dealt with the process of budget setting and the second workshop encouraged Councillors to look at current expenditure and future potential projects.
3. To provide assistance to Councillors in making budget decisions, the budget working paper shows the following:
  - Actual expenditure for 21/22 – the last complete financial year
  - The column for the 22/23 budget has been left blank as although the precept was £10,000 the Clerk has no information on the budget breakdown.
  - The actual expenditure as at 31.12.2022 - (75% of the year)
  - The forecast spend for 2022/23
  - A draft budget for 2022/2023

### Council Duties and Legal Responsibilities

4. Local councils have few duties regarding direct service provision.
5. There are many duties relating to the way in which a council functions, for example it must be convened at least three times a year in addition to the annual council meeting., a Responsible Financial Officer must be appointed, and Council's must review the effectiveness of their system of internal control at least once a year.
6. A council also has legal duties resulting from the things it does e.g employing staff.

### Budget and Precept Definitions

7. The **budget** is the amount of money that the Council intends to spend, save or otherwise allocate and is usually divided into categories or headings.
8. The **precept** is the amount of income raised through billing authorities (district or unitary councils) by a council as Council Tax in order to provide services.
9. The budget and precept amounts do not have to be the same, for example the budget can exceed the amount of money raised by the precept if money can be taken from existing reserves for some items of expenditure.

### Budget Setting



10. The Good Councillors Guide o Finance and Transparency 2018 states the following:  
*“The preparation of an annual budget is one of the key statutory tasks undertaken by the council, irrespective of its size.*

**The budget**

- *Results in the council setting the precept for the year*
- *Gives the Clerk and other officers overall authority to make spending commitments in line with decisions of the council*
- *Enable progress monitoring during the year by comparing actual spending against planned spending*

*It is important that councillors understand how the budget is put together and how it should be used. the budget is an essential tool for controlling the council’s finances , and demonstrates that the council will have sufficient income to meet its objectives and carry out its activities.*

**The key stages in eth budgeting process are:**

- *A review of current year budget and spending*
- *Determine the cost of spending plans*
- *Provide for contingencies and the need for reserves*
- *Approve the budget*
- *Set the precept.*

**Risk Management**

11. Failure to manage risks effectively can impact upon the Council’s ability to achieve it’s objectives and can be expensive in terms of reputation, legal costs and actual expenditure.
12. *Risks are uncertain events or conditions (not just financial) that if they occur will affect the authority’s ability to achieve its objectives. The authority generally, and member individually, are responsible for risk management” (Section 5.88 Joint Panel on accountability and Governance Practitioners Guide March 2022)*
13. A risk matrix has been developed for the budget setting process which is included with this report.

**Council Tax Capping**

14. The Localism Act 2011 introduced the requirement for local authorities to hold local referendums on eth level of Council Tax if an increase was considered to be excessive based upon a set of principles defined by eth Secretary of State and approved by the House of Commons. To date the principles have not been applied to town and parish councils and the Local Government Finance Policy Statement for 2023-24 to 2024-25, published on 12 December 2022 stated “ .....the government is giving local authorities in England additional flexibility in setting council tax by.....setting no council tax referendum principles for town and parish councils.....”

**Council Tax Base**

15. The council tax base is a calculated figure (not a real figure) of the number of dwellings converted to a Band D equivalent. The method of calculation is set out in





legislation and the calculation is undertaken by the principal authority. Broadly the calculation works out the number of properties per council tax band in each parish / town council area and then makes adjustments for things such as:

- New properties
- Demolitions
- Exempt properties
- Disabled adaptations
- Discounts

The figure, after adjustments, is then multiplied by a specific factor to give a Band D equivalent.

The Council Tax base for Bradford on Tone for 2023/24 is 309.48 an increase of 6.55 compared to the previous year.

### **Reserves**

16. The Good Councillors Guide to Finance & Transparency (2018) provides the following advice:

*“Local councils need to hold an amount in reserves to meet unexpected expenditure, otherwise they could run out of money before the end of the financial year. A council should typically hold between 3 and 12 months expenditure as a general reserve., If the general reserve is too low then it may not be enough to cover unexpected expenditure or emergencies, whilst if the general reserve is too high then local electors have paid a tax which is not being used for the benefit of the local community.*

*Local councils have no legal powers to hold revenue reserves other than for reasonable working capital or for specifically earmarked purposes, therefore the year end general reserve should not be significantly higher than the annual precept.*

*The council may have earmarked reserves for specific projects, where money is allocated for a specific purpose but may not be spent in that financial year. This may include reserves to purchase or renovate a building, develop a sports facility or community centre. The level of, and continued justification for earmarked reserves should be reviewed by council on a regular basis, and not less than annually.*

*Many Councils also hold an Election Reserve, as all reasonable costs of holding local council elections can be fully recharged by the district or unitary council to the local council. In the case of contested elections for a council with several wards then these costs can be relatively high.*

*If the amount of reserves at year end are above a certain level in relation to the annual precept then the council must advise the external auditor of why this level of reserves is required.”*

17. In addition to the general contingency fund it is suggested that there are 2 additional contingency funds – Election costs (as referred to above) and a Staffing Contingency – as a parish with 1 employee the costs of securing a locum clerk, should it be required, would be in the region of £300 per day and the clerk is currently employed for just under 1 day per week.
18. Based on the first six months of 2022/2023 Bradford On Tone Parish Council running costs were approx. £460.00 per month.
19. It is suggested that the Council agrees



- a general contingency fund of £5,500 for 2023/24 which is approx. 12 months running costs
- An election contingency fund of £2,500
- A staffing contingency of £5,000

All of the above to be treated as earmarked reserves

20. The Council may also wish to consider allocating amounts in an earmarked reserve for:

- Replacement of play equipment
- Footpaths /Rights of Way
- Pavement provision throughout the village
- Bradford Bridge
- Grants scheme
- Parking Provision

### Summary

21. There are many factors for Councillors to take into account when considering the budget and precept, not least how to best use the Council's resources for the benefit of local people and how to do that in a manner that is sustainable. This paper and the supporting documents aim to provide councillors with information to initiate and enable constructive debate and realistic decision making.



2023/2024 Budget & Precept Setting, Risk Assessment Grid

Prepared By: Responsible Financial Officer

	Negligible	Minor	Moderate	Major	Catastrophic
	1	2	3	4	5
Rare (< 6%)	Low	Low	Low	Low	High
Unlikely (6 - 20%)	Low	Low	Low	Medium	High
Possible (21 – 50%)	Low	Low	Medium	Medium	High
Likely (51 – 80%)	Low	Medium	Medium	High	Very High
Almost Certain (> 80%)	Low	Medium	High	Very High	Very High

T Treatments: Tolerate, Treat, Transfer, Terminate, Take advantage

No	Short Risk Description	Uncertainty ?	Leading To?	Resulting In?	Possible Causes	Inherent Impact assessment	Inherent Likelihood Assessment	Inherent Risk Score	"T" action	Controls / Actions	(Residual) Impact Assessment	(Residual) Likelihood Assessment	(Residual) Risk Score
1	Budget	Whether or not the budget will be set at a appropriate level	Either • Budgets and therefore precept set at a high figure which is	• Public outcry • Threat of future capping • The Town council being unable to deliver	• Lack of forward planning • Lack of understanding of budget	Major	Likely	High	Treat	• Input to budget plans by councillors at an early stage • Councillor workshops	Major	Possible	Medium



No	Short Risk Description	Uncertainty ?	Leading To?	Resulting In?	Possible Causes	Inherent Impact assessment	Inherent Likelihood Assessment	Inherent Risk Score	"T" action	Controls / Actions	(Residual) Impact Assessment	(Residual) Likelihood Assessment	(Residual) Risk Score
			<p>unsustainable  <b>Or</b>  <ul style="list-style-type: none"> <li>Budget set too low to deliver an acceptable level of service</li> </ul> </p>	<p>services, planned work or projects  <ul style="list-style-type: none"> <li>Failure to comply with legislative requirements</li> <li>Additional work during audit to explain discrepancies</li> </ul> </p>	<p>setting process  <ul style="list-style-type: none"> <li>Previous, unrealistic decisions</li> <li>Poor risk management</li> <li>Weak financial control</li> <li>Poor budget monitoring</li> <li>Inadequate financial record keeping</li> <li>Inadequate information provided to assist decision making</li> <li>Previous mistakes being repeated</li> </ul> </p>					<p>to aid understanding of process and implications  <ul style="list-style-type: none"> <li>Regular Financial Monitoring</li> <li>Compliance with Financial Regulations and Standing orders</li> <li>Interim audit for 2022/23 to help establish clear and firm internal controls</li> </ul> </p>			





Bradford On Tone Parish Council  
Draft Budget 2023/2024

Description	Actual Expenditure 2021/22	Budgeted Expenditure 2022/23	Actual Expenditure as at 31.12.22	Forecast for the year 2022/23	Suggested Budget 2023/24	Notes
Administration	£40.00		£127.00	£150.00	£150.00	
Audit Fees			£834.00	£950.00	£300.00	22/23 payment of 2 sets of fees to external auditor, internal auditor report and interim report; 23/24 should see audits reduced
Democracy			£105.00	£200.00	£250.00	includes councillor training
Hall Hire	£11.00		£64.00	£100.00	£100.00	
ICT	£120.00		£477.00	£550.00	£200.00	website updated and editor + host changed during 2022/3
Insurance	£294.00		£390.00	£390.00	£500.00	
Maintenance			£1,269.00	£3,000.00	£3,000.00	22/23 forecast includes work to planting around war memorial and memorial bench
Memberships	£202.00		£202.00	£202.00	£250.00	
Staff costs	£3,352.00		£1,455.00	£2,900.00	£5,250.00	22/23 clerk not employed for whole year
<b>Total</b>				<b>£8,442.00</b>	<b>£10,000.00</b>	
<b>Projects / EMRs/Capital</b>						
Laptop & projector				£1,000.00		
New litter / dog bin				£400.00		
Community Engagement (coronation event / grants / Christmas)					£500.00	



Bradford On Tone Parish Council  
Council Tax Options 2023/24

Precept 2022/23	£10,000	22/23 Band D charge £33.01												
Same Income & expend level as 18/19	£10,000	£10,100	1% inc		1.50% inc		2% inc		2.50% inc		3% inc		5% inc	
			£0	£0	£10,150	£10,200	£10,250	£10,300	£10,350	£10,400	£10,450	£10,500		
Total Expenditure 2023/24	£10,000	£10,100	£0	£0	£10,150	£10,200	£10,250	£10,300	£10,350	£10,400	£10,450	£10,500	£0	£0
BoT PC Generated Income 2023/24	£10,000	£10,100	£0	£0	£10,150	£10,200	£10,250	£10,300	£10,350	£10,400	£10,450	£10,500	£0	£0
Budget Requirement 23/24	£10,000	£10,100	£0	£0	£10,150	£10,200	£10,250	£10,300	£10,350	£10,400	£10,450	£10,500	£0	£0
Precept 22/23	£10,000	£10,100	£0	£0	£10,150	£10,200	£10,250	£10,300	£10,350	£10,400	£10,450	£10,500	£0	£0
Tax Base 23/24	309.48	309.48	309.48	309.48	309.48	309.48	309.48	309.48	309.48	309.48	309.48	309.48	309.48	309.48
Equivalent Band D Charge 23/24	£32.31	£32.64	£32.80	£32.96	£33.12	£33.28	£33.44	£33.60	£33.76	£33.92	£34.08	£34.24	£34.40	£34.56
Increase/decrease in ANNUAL Charge compared to 22/23	-£0.70	-£0.37	-£0.21	-£0.05	£0.11	£0.27	£0.43	£0.59	£0.75	£0.91	£1.07	£1.23	£1.39	£1.55
Increase/decrease in % to Tax Payer compared to 18/19	-2.11%	-1.13%	-0.65%	-0.16%	0.33%	0.82%	1.31%	1.80%	2.29%	2.78%	3.27%	3.76%	4.25%	4.74%



Joy & Councillors,

Two events seem to be worthy of note.

1. The sacrificial posts at the bridge have been reinstated.
2. A vehicle has demolished part of the extension to the parapet wall on the Oake side of the bridge. Apparently the vehicle was trying to turn around and reversed into it when he realised he was too wide to get across the bridge.

### **Bridge sacrificial posts.**

As far as I know we were not informed that the work was to be carried out or to what specification. However the road closure signs may have given us a clue.

Back in May we were getting the impression that Nick Jacklin (Senior Engineer - Structures) was the new officer responsible for the bridge and that he was prepared to engage more constructively than before.

May I propose that the Clerk writes to him to acknowledge the completion of the recent work and thank him for keeping the bridge issues in view. He has recognised that the previous repair installation involved sacrificial posts that were too short and the latest installation with taller posts seems more appropriate.

However we should also note that the work is not entirely to our satisfaction.

The Parish Council will presumably be concerned and surprised by the unexpected positioning of the newly installed sacrificial posts. We wonder if this is a 'Design Feature' or 'Construction Error'. Perhaps it is just laziness and carelessness.

A first look suggests that :

- a) the new posts on the downstream side of the bridge appear to be essentially in line with the bridge parapet wall. We would expect protective posts to be inside the line of the bridge. As currently installed they seem to be geared to prevent damage to the sacrificial posts as much as to prevent damage to the listed bridge. It also means that when a farmer removes the locked posts on the upstream side of the bridge the full width of the bridge is available for vehicles without any protection for the parapet walls. Is this an intentional feature of the new installation?
- b) the new posts are not equally offset from the marked carriageway. This means that traffic is focused towards the downstream parapet and away from the upstream parapet. The only benefit of this would appear to be that when the downstream parapet is hit the debris would be carried away downstream and away from the bridge. If the upstream parapet is hit then debris might build up against the bridge. The four posts are offset from the white lines by amounts varying from 15 to 29 cms and they are not even equally offset from the painted yellow marks in the road which were presumably placed to give the contractors a guide to the road centre line
- c) it seems strange that the white reflective markers are concave on a convex surface of the post

Some may choose to argue that these irregularities and lack of symmetry are minor in normal road construction terms. However when the clearance between the widest vehicles and the bridge is measured in a few centimetres these irregularities could be significant. Four photographs are attached to show the view along both parapets from each end of the bridge.

### **Damage to parapet extension wall**

This damage, on the approaches from Oake, does not threaten the integrity of the bridge itself but could possibly permit flood water to flow onto the road if flood levels were much higher than those recently experienced. However I still assume that this wall is part of the listed structure and

will need to be repaired at taxpayers expense. It is an example of an expense that could be avoided if our bridge proposal was implemented.

### Parish Council Bridge proposal

If you and Councillors agree I think this may be a good time to provide Nick Jacklin with a copy of our bridge proposal document and point out that Cllr Wren has reported that attempts to get SCC to initiate a constructive discussion of the document have failed. We remain available to enter into a constructive discussion with Nick Jacklin or other officers if required.

We could suggest that it may be considered for implementation (at least in part) next time that remedial work is required on the bridge.

May I assume that Bradford Bridge is included as an agenda item for our next meeting.

Regards,

Colin



**Agenda No 13, Schedule of Meetings**

**Recommended**

- (i) That the date of the Annual Parish Council Meeting is set as Tuesday 9 May 2023**
- (ii) The dates for 23/24 Parish Council meetings are provisionally set as set out below and that the dates are confirmed at the 2023 Annual Parish Council meeting 13 June 2023 (to enable consideration of 22/23 accounts and governance documents to be signed and submitted by 30 June if not available at the Annual Council Meeting)**
  - 12 July 2023**
  - 12 September 2023**
  - 14 November 2023**
  - 9 January 2024 (budget and precept meeting)**
  - 12 March 2024**
  - 14 May 2024 Annual Parish Council meeting**

**Additional Parish Council meetings may be necessary to carry out business in a timely manner .**

**(iii)**

- 1. The civic year runs from the Annual Parish Council Meeting to the next Annual Parish Council Meeting, in a year which is not an election year the annual parish council may be held on any day in May.**
- 2. In addition legislation requires that a parish council meets on at least three other occasions during the year.**
- 3. The Parish Council currently has dates set in 2023 to meet on 10 January (replaced by this meeting on 5 January) and Tuesday 14 March 2023.**
- 4. The Parish Council's practice has been to meet every other month on the 2<sup>nd</sup> Tuesday evening in the month.**

